

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM

STATE: COMMONWEALTH OF PUERTO RICO

- Provides technical advise through the Executive Director of the Health Facilities and Services Administration and in coordination with the under Secretary of Health.

- Evaluate the operational area and inform the Secretary of
Health about accomplishments in policy implementation
recommending changes in objectives in accordance with
actual health services needs.

II. <u>Health Facilities and Services Administration - H.F.S.A.</u>

H.F.S.A. was created by Public Law #26 of November 13, 1975, as amended. This law enables the Secretary of Health to delegate in the Administration, prior authorization by the Governor, all management and operational matters involving health services delivery.

For this end, the Administration becomes the Department of Health main instrument of community accessibility to preventive, curative, and reahabilitative high quality services rendered at reasonable costs.

For optimum results, the law established the Administration as an independent body with unusual maximum operational flexibility in its administrative systems, such as those relating to personnel, budget, fiscal, purchase, and supply areas.

ados TN 79-12 Effective Date



STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM

COMMONWEALTH OF PUERTO RICO STATE:

In order to facilitate its performance, the H.F.S.A. has adopted the following organizational structure which was approved by the Secretary of Health in July 1978.

1. Executive Directors Office

The Professional staff of this office is the Executive Director, the Deputy Director and their assistants.

The Executive Director responds to the Secretary for the full management, operation and services rendered by the Administration. The Deputy Director shares these responsibilities with the Executive Director and substitutes him in his absence.

2. Operational Managemnet Office

Responsible to the Executive Director for the design and implementation of procedures and systems leading to maximum operational efficiency. It will also perform special efficiency assesments of the different components of the Department.

3. Information System

The Information Systems Office consists of four basic areas of activity as follows:

a. Director's Office

Responsible of the planning, organization, development and direction of the Integrated Information System.

Ipproval Date MAR 12

OFFICIAL

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A Page 12

STATE: COMMONWEALTH OF PUERTO RICO

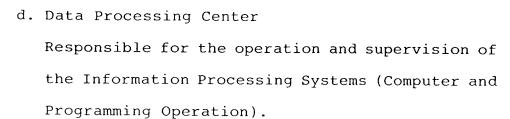
b. Office of Statistics Analysis and Control of Information Responsible for gathering, analysis and control of the statistics, computer data and development of management reports necessary for the different operational units.

c. Cooperative Health Statistics

Responsible to compile vital statistics data

necessary for the Cooperative National
Statistics System and submit the required

information and reports.



4) Comptroller Area

A. Office of the Comptroller

Consists of the Comptroler (Assistant Director) his assistants, and a System and Financial Analysis Unit. It responds to the Executive Director for the Development of internal fiscal policies and procedures aiming to maximize income as well as utilization and preservation of resources.

Approval Date MAR 12 1983

Approval Date MAR 12 1983

Persedes TN 79-12 Fffective Date



STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A Page 13

COMMONWEALTH OF PUERTO RICO STATE:

> also responsible for the design, is Ιt systems and implementation and maintenance of procedures concerning fiscal policies.

The Comptroller Office also systematically analyses all the financial operations of H.F.S.A. and makes recommendations to the Executive Director.

> In line with the above, this office manages and supervises the following divisions:

> Financial, Budgeting, Accounting and Cost Analysis, Billing and Property Control.

System Analysis Financial Unit

Responsible for the analitical evaluation of the economic resources and expenditures of the H.F.S.A., revision of the proposed budgets and to provide assistance to the Executive Director and to the Regional Directors.

C. Finance Division

Responsible for the accounting system at all levels. Consequently, it keeps fiscal reports necessary for adequate monitoring on the use of funds and on the financial operations of the H.F.S.A., and the Department of Health.

proval Date MAR 12

Page 14

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM

STATE: COMMONWEALTH OF PUERTO RICO

D. Billing and Collection Division

Responsible for implementation and administration of the billing function to third party payors under State Law 56, of June 21, 1969. Provides technical assistance and monitoring to the billing collections activities at regional levels.

E. Budgeting Division

Responsible for the direction, control, coordination, as appropriate, of the preparation management of both the H.F.S.A. and the Department's budget.

F. Cost Accounting Division

Responsible for the operation of the cost the medical facilities, accounting systems in programs, and services of the H.F.S.A., and the Department of Health. It procedures and submits reports required by Medicare and Medicaid Programs.

G. External Resources Division

Responsible for the analysis of federal and state legislation in order to search new financial resources for the operational H.F.S.A. It also provides assistance to the operational units of the H.F.S.A. related to the accountability and control of federal funds.

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY MEDICAL ASSISTANCE PROGRAM ATTACHMENT 1.2- A Page 15

STATE: COMMONWEALTH OF PUERTO RICO

5) Personnel and Human Resources Area

A. Office of the Assistant Director

Responsible to the Executive Director for the operation of the human resources and personnel functions of the H.F.S.A.

B. H.F.S.A. Personnel Division

Responsible H.F.S.A. for the personnel functions.

C. H.F.S.A. Human Resources

Responsible for the H.F.S.A. operation related to human resources.

Office of Health Construction and Modernization of Health Facilities

Responsible for the maintenance of health facilities and the supervision of construction projects.

7) Office of Administrative Services

Responsible to the Executive Director the Administration to provide the common services to the different dependencies of the H.F.S.A. such as, transportation, mail, security warehouse, files, equipment repairs and housekeeping activities.

8) Office of Purchases and Supplies

Responsible for the acquisition of general supplies, drugs, and equipment needed by the H.F.S.A. and the Department of Health.